



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**\$4,488 - \$5,618**

**OR**

## **STAFF SERVICES ANALYST**

**\$2,873 - \$4,671**

**PERMANENT/FULL-TIME**

**COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH**

**SPECIAL PROJECTS DIVISION**

**SACRAMENTO**

### **RESPONSIBILITIES:**

The California Department of Insurance seeks an energetic, motivated candidate for the position of Staff Services Analyst/Associate Governmental Program Analyst. Under the direction of the Special Projects Division Manager, the incumbent will perform analytical, consultative, and administrative services related to complex and sensitive departmental and administrative projects. The incumbent will advise and assist the Deputy Commissioner on a daily basis; provide scheduling support and setup meetings, conferences, and travel arrangements; perform analysis and project coordination; assist with the evaluation, development and implementation of internal procedures and processes; and as required, participate in internal work groups.

The incumbent is required to work independently with minimal supervision and must be able to carry out assignments on their own initiative without detailed instructions.

### **DESIRABLE QUALIFICATIONS:**

- Excellent writing and verbal communication skills
- Knowledge of the insurance industry, California insurance law, and the Department's operations and mission
- Ability to use sound judgment and exercise a high degree of initiative
- Analyze data and express ideas and information clearly, accurately, and in an organized manner
- Develop effective working relationships with all levels of staff
- Negotiate complex, controversial, or sensitive matters under stressful conditions
- Independently handle multiple priorities and tight deadlines effectively
- Experience with data collection, research, and/or policy analysis
- Strong demonstrated teamwork skills with a myriad of individuals from various backgrounds.

03/19/15 VS

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Staff Services Analyst and Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

### **APPLICATION PROCEDURE:**

Send a completed Examination/Employment Application (STD. 678) to Vanessa Singh, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. If applying for the Associate Governmental Program Analyst position, please indicate on your application "413-116-5393-XXX" or if applying for the Staff Services Analyst position, indicate "413-116-5157-xxx" on your application. For additional information, please contact Vanessa Singh at (916) 492-3316 or email: [vanessa.singh@insurance.ca.gov](mailto:vanessa.singh@insurance.ca.gov).

**FINAL FILING DATE:** April 3, 2015

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment.

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